STATEMENT OF WORK
GENERAL/PLASTIC Surgery Instrumentation: VITALCOR

[handwritten: MANUFACTURER'S BRAND OR EQUAL]

[handwritten: APPLIED FIBEROPTICS]

A. GENERAL INFORMATION

1. Title of Project: GENERAL/PLASTIC SURGERY INSTRUMENTATION: VITALCOR

2. Scope of Work: The contractor shall provide all resources necessary to accomplish the deliverables described in the statement of work (SOW), except as may otherwise be specified

The LSCDVA Medical Center has a requirement for a

3. Background: The LSCDVA Medical Center Surgical Service is looking to procure surgical instruments for our GENERAL/PLASTIC SERVICES. Based on the need of this instrumentation quickly, we request expeditious processing of the order via Contracting and the vendor.

4. Performance Period: The period of performance is ___One-Time Purchase

5. Type of Contract: Lowest-Price Technically Acceptable

6. Place of Performance: LSCDVA Medical Center

7. Performance Based Contract: N/A

B. CONTRACT AWARD MEETING

We will waive the meeting requirement.

B. GENERAL REQUIREMENTS

The following is a list of GENERAL/PLASTIC SURGERY instrumentation that our surgeons are requiring. The medical center would prefer instrumentation from VITALCOR since this is currently our standard instrumentation for the service in our other surgical trays. This will allow our SPS department to abide by Central Office mandates in regards to consistency of products.

Medical Center will accept items as far as they are technically equivalent or superior to VITALCOR surgical instrumentation in form, fit, and function. All Instruments must be made/assembled in Germany or United States and must be constructed of High Grade, German Forged Surgical Stainless Steel.

Instruments from other countries (including but not limited to Pakistan, China, Taiwan, Vietnam, etc...) cannot be considered.

Due to national implementation of Censitrac instrument tracking system. We request that each instrument is marked with the appropriate Censitrac 2D bar code on each instrument prior to shipment.

Item #	PART #	DESCRIPTION	Qty	
1	9647	BRITETRAC RETRACTOR: 6" X 5/8" STRAIGHT	4	VITAL CORE / APPLIED FIBEROPTICS
2	9868	BRITETRAC RETRACTOR: 8" X 5/8" STRAIGHT	4	VITAL CORE / APPLIED FIBEROPTICS
3	9869	BRITETRAC RETRACTOR: 10" X 5/8" STRAIGHT	4	VITAL CORE / APPLIED FIBEROPTICS
4	9870	BRITETRAC RETRACTOR: 8" X 1" STRAIGHT	4	VITAL CORE / APPLIED FIBEROPTICS
5	9871	BRITETRAC RETRACTOR: 10" X 1" STRAIGHT	4	VITAL CORE / APPLIED FIBEROPTICS
6	9872	BRITETRAC RETRACTOR: 8" X 1 1/2" STRAIGHT	4	VITAL CORE / APPLIED FIBEROPTICS
7	9873	BRITETRAC RETRACTOR: 10" X 1 1/2 STRAIGHT	4	VITAL CORE / APPLIED FIBEROPTICS
8	3391	BRITETRAC RETRACTOR: 3 3/4" X 1" SERRATED	4	VITAL CORE / APPLIED FIBER OPTICS
9	3392	BRITETRAC RETRACTOR: 3 3/4" X1 1/2" SERRATED	4	VITALCORE / APPLIED FIBEROPTICS
10	3393	BRITETRAC RETRACTOR: 6" X 1" STRAIGHT	4	VITALCORE / APPLIED FIBEROPTICS
11	3394	BRITETRAC RETRACTOR: 6" X 1 1/2" STRAIGHT	4	VITAL CORE / APPLIED FIBEROPTICS
12	35010	FIBER OPTIC CABLE: ACMI MALE PROXIMAL END; ACMI MALE DISTAL END, 3.5 MM 10', GRAY	12	VITAL CORE / APPLIED FIBEROPTICS

D. SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES

Description of Tasks and Associated Deliverables: The contractor shall provide the specific deliverables described below within the performance period stated in Section A.4 of this SOW.

Task One: Ship all requested items as stated above

Deliverable One: Deliver all requested items to medical center prior to July 1, 2014

Task Two: Ship

Deliverable Two:

Task Three: Ship

Deliverable Three:

E. EVALUATED OPTIONAL TASKS AND ASSOCIATED DELIVERABLES [If applicable]

None

F. SCHEDULE FOR DELIVERABLES

1. The contractor shall complete the Delivery Date column in Attachment A for each deliverable specified.

2. If for any reason the scheduled time for a deliverable cannot be met, the contractor is required to explain why (include the original deliverable due date) in writing to the CO, including a firm commitment of when the work shall be completed. This notice to the CO shall cite the reasons for the delay, and the impact on the overall project. The CO will then review the facts and issue a response in accordance with applicable regulations.

G. CHANGES TO STATEMENT OF WORK

Any changes to this SOW shall be authorized and approved only through written correspondence from the CO. A copy of each change will be kept in a project folder along with all other products of the project. Costs incurred by the contractor through the actions of parties other than the CO shall be borne by the contractor.

H. REPORTING REQUIREMENTS

N/A.

I. TRAVEL [If applicable]

N/A

J. GOVERNMENT RESPONSIBILITIES [If applicable]

N/A

K. CONTRACTOR EXPERIENCE REQUIREMENTS – KEY PERSONNEL

N/A

L. CAPABILITY MATURITY MODEL FOR SOFTWARE INTEGRATION [If applicable]

N/A

M. ARCHITECTURAL GUIDELINES [If applicable]

N/A

N. SECURITY

The contractor shall ensure adequate LAN/Internet, data, information, and system security in accordance with VA standard operating procedures and standard contract language, conditions laws, and regulations. The contractor's firewall and web server shall meet or exceed the government minimum requirements for security. All government data shall be protected behind an approved firewall. Any security violations or attempted violations shall be reported to the VA project manager and the VBA Headquarters Information Security Officer as soon as possible. The contractor shall follow all applicable VA policies and procedures governing information security, especially those that pertain to certification accreditation.

Security Training

All contractor employees and subcontractors under this contract or order are required to complete the VA's on-line Security Awareness Training Course and the Privacy Awareness Training Course annually. Contractors must provide signed certifications of completion to the CO during each year of the contract. This requirement is in addition to any other training that may be required of the contractor and subcontractor(s).

Contractor Personnel Security

All contractor employees who require access to the Department of Veterans Affairs' computer systems shall be the subject of a background investigation and must receive a favorable adjudication from the VA Security and Investigations Center (07C). The level of background security investigation will

be in accordance with VA Directive 0710 dated September 10, 2004 and is available at: http://www.va.gov/pubs/asp/edsdirec.asp (VA Handbook 0710, Appendix A, Tables 1 - 3). Appropriate Background Investigation (BI) forms will be provided upon contract (or task order) award, and are to be completed and returned to the VA Security and Investigations Center (07C) within 30 days for processing. Contractors will be notified by 07C when the BI has been completed and adjudicated. These requirements are applicable to all subcontractor personnel requiring the same access. If the security clearance investigation is not completed prior to the start date of the contract, the employee may work on the contract while the security clearance is being processed, but the contractor will be responsible for the actions of those individuals they provide to perform work for the VA. In the event that damage arises from work performed by contractor personnel, under the auspices of the contract, the contractor will be responsible for resources necessary to remedy the incident.

The investigative history for contractor personnel working under this contract must be maintained in the databases of either the Office of Personnel Management (OPM) or the Defense Industrial Security Clearance Organization (DISCO). Should the contractor use a vendor other than OPM or Defense Security Service (DSS) to conduct investigations, the investigative company must be certified by OPM/DSS to conduct contractor investigations.

1. **Background Investigation**

N/A

2. **Contractor Responsibilities**

N/A

3. **Government Responsibilities**

N/A

O. ELECTRONIC AND INFORMATION TECHNOLOGY STANDARDS

INTERNET/INTRANET

The contractor shall comply with Department of Veterans Affairs (VA) Directive 6102 and VA Handbook 6102 (Internet/Intranet Services).

VA Directive 6102 sets forth policies and responsibilities for the planning, design, maintenance support, and any other functions related to the administration of a VA Internet/Intranet Service Site or related service (hereinafter referred to as Internet). This directive applies to all organizational elements in the Department. This policy applies to all individuals designing and/or maintaining VA Internet

Service Sites; including but not limited to full time and part time employees, contractors, interns, and volunteers. This policy applies to all VA Internet/Intranet domains and servers that utilize VA resources. This includes but is not limited to va.gov and other extensions such as, ".com, .edu, .mil, .net, .org," and personal Internet service pages managed from individual workstations.

VA Handbook 6102 establishes Department-wide procedures for managing, maintaining, establishing, and presenting VA Internet/Intranet Service Sites or related services (hereafter referred to as "Internet"). The handbook implements the policies contained in VA Directive 6102, Internet/Intranet Services. This includes, but is not limited to, File Transfer Protocol (FTP), Hypertext Markup Language (HTML), Simple Mail Transfer Protocol (SMTP), Web pages, Active Server Pages (ASP), e-mail forums, and list servers.

VA Directive 6102 and VA Handbook 6102 are available at:
Internet/Intranet Services Directive 6102
http://www.va.gov/pubs/directives/Information-Resources-Management-(IRM)/6102d.doc
Internet/Intranet Services Handbook 6102
http://www.va.gov/pubs/handbooks/Information-Resources-Management-(IRM)/6102h.doc

Internet/Intranet Services Handbook 6102 Change 1 – updates VA's cookie use policy, Section 508 guidelines, guidance on posting of Hot Topics, approved warning notices, and minor editorial errors.
http://www.va.gov/pubs/handbooks/Information-Resources-Management-(IRM)/61021h.doc

In addition, any technologies that enable a Network Delivered Application (NDA) to access or modify resources of the local machine that are outside of the browser's "sand box" are strictly prohibited. Specifically, this prohibition includes signed-applets or any ActiveX controls delivered through a browser's session. ActiveX is expressly forbidden within the VA while .NET is allowed only when granted a waiver by the VA CIO *PRIOR* to use.

JavaScript is the preferred language standard for developing relatively simple interactions (i.e., forms validation, interactive menus, etc.) and Applets (J2SE APIs and Java Language) for complex network delivered applications.

SECTION 508

The contractor shall comply with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998.

In December 2000, the Architectural and Transportation Barriers Compliance Board (Access Board), pursuant to Section 508(2)(A) of the Rehabilitation Act

Amendments of 1998, established Information Technology accessibility standards for the Federal Government. Section 508(a)(1) requires that when Federal departments or agencies develop, procure, maintain, or use Electronic and Information Technology (EIT), they shall ensure that the EIT allows Federal employees with disabilities to have access to and use of information and data that is comparable to the access to and use of information and data by other Federal employees. The Section 508 requirement also applies to members of the public seeking information or services from a Federal department or agency.

Section 508 text is available at:
http://www.opm.gov/HTML/508-textOfLaw.htm
http://www.section508.gov/index.cfm?FuseAction=Content&ID=14

P. CONFIDENTIALITY AND NONDISCLOSURE

It is agreed that:

1. The preliminary and final deliverables and all associated working papers, application source code, and other material deemed relevant by the VA which have been generated by the contractor in the performance of this task order are the exclusive property of the U.S. Government and shall be submitted to the CO at the conclusion of the task order.

2. The CO will be the sole authorized official to release verbally or in writing, any data, the draft deliverables, the final deliverables, or any other written or printed materials pertaining to this task order. No information shall be released by the contractor. Any request for information relating to this task order presented to the contractor shall be submitted to the CO for response.

3. Press releases, marketing material or any other printed or electronic documentation related to this project, shall not be publicized without the written approval of the CO.

Q. Earned Value Management System

N/A

Attachment A

Schedule of Deliverables

Item #	PART #	DESCRIPTION	Qty

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SECURITY
BACKGROUND INVESTIGATION INFORMATION
(Submit after award and prior to contract performance)

Complete this form after contract award if contractor employee does not possess a NACI clearance. The completed form must be sent directly to the Contracting Officer within ten days of award.

Vendor Name: _____ Cage Code No._____

Address: _____

City, State, and Zip Code: _____

1. Was the employee prescreened? _____ yes or _____ no

2. Is the employee a U.S. Citizen? _____ yes or _____ no

3. Can the employee read, write, speak and understand English language?
   _____ yes or _____no

Information From Employee Requiring a Clearance

_____   _____
Name   Social Security No.

_____
Address

_____
City   State   Zip Code